

Dear Parents

As you have a child starting back at school in the week of 15th June we have set out the expectations of how this transition will take place. You will be informed separately which group your child is in.

We have tried our very best to make a plan that considers the safety of all members of our school community - children, staff, parents and siblings. We know it is not ideal, and it is not how we would like to be teaching your children, but after consulting with our governors and the Local Authority, this is how it will be.

Please read these and the risk assessment and any information that we have provided for you carefully so that you are clear about how to proceed safely. It is important that we consider how our actions could impact on others. The bullet points below should be used as a daily checklist.

Classes will be set out in this way with each group having the same 2 adults only with them at all times (those 2 adults will not mix with any other group or adult):

	Monday & Tuesday	Wednesday	Thursday & Friday	Friday PM
Keyworkers & vulnerable children	Hall	Hall	Hall	Hall Cleaning
YR	Group A	Cleaning	Group B	Cleaning
Y1		Cleaning	Group A	Cleaning
Y6	Group A	Cleaning	Group B	Cleaning

Toilets will only be used by one child at a time within that block.

YR - working in Diamond Class, using the girl's infant toilet.

Y1 - working in Emerald Class, using the boy's toilet

Y6 – working in Sapphire Class, using the boys and girl's toilets

Key worker and vulnerable children group – working in the hall, using hall toilets.

Only one child is to be in the toilet at one time and adjacent classes must let each other know if a child is in there. This is clearly marked out.

This way we aim to keep the children in separate isolated bubbles with their adults.

They will be eating their lunches in their classroom on their seat and may bring a snack with them that can be kept on their table and rubbish from it put directly in the bin when finished (no pots that transfer from home to school). Playtimes and lunchtimes will be staggered so that no two groups will be using the field or the playground at the same time.

We will provide a set timetable that is accessible to all children, both at home and at school. This will consist of:

MORNINGS: Oak National Academy for the appropriate year groups for Maths and then English starting at Week 3. (Found on our website under the learning at home tab).

AFTERNOONS: follow our Weekly Learning Tasks as usual.

We will NOT be marking work, but the children will show their work and we will discuss it.
We will NOT be listening to readers on a close one to one basis.

There will be NO homework sent home.

At playtimes there will be NO team/touch games and NO games involving equipment such as footballs.

Things children need to do/ have ready for starting school.

- Newly laundered clothes each day, NOT SCHOOL UNIFORM as we need to see that children's clothes are fresh on.
- Lunch and snack in a disposable bag (packed lunches can be ordered through school (no hot food) free for infants and chargeable for Y6)
- Drink in a refillable beaker – to be brought in on the first day, left overnight, and taken home at the end of the second day. They can refill them at the class taps.
- NO coat or bag or PE kit or toys to be brought in
- NO pencil case or any other items to be brought from home (we will provide)
- Inhalers to be kept on the children
- NO medicine will be administered by staff
- NO hand cream at school. (If children's hands are sore, hand cream needs to be applied before and after school at home).
- Check that school has up to date contact details so that we are able to contact you straight away in an emergency if required (this might be your work number if you are not allowed to use your mobile phone at work)
- Children will wash their hands with soap and running water after every break in activity/ start of a new one. i.e: Before and after snacks, before and after going out to play, after using the toilet

Information For Drop Off And Pick Up Times

MORNING:

- The office is closed for face to face discussions, and we would ask that you do not engage staff in conversation. Any communication with staff needs to be to the office by phone 01684 292376 or email admin@ashchurch.gloucs.sch.uk or individual teachers emails, rather than face to face.
- Drop off time will be staggered and you must keep to the time that you are given.
- Children and parents enter via the gate by the village hall car park, children will go to their teacher and follow their instructions. Staff will be on the playground to guide and monitor, so please follow instructions. Parents will then follow the route marked out, and leave by the office gate, with no congregating or gathering to chat.
- The A Zone is out of bounds at all times.
- Parents at all times wait their turn with 2m distance between them.

- Children sanitise their hands on entry to the school site.
- Children go to their teacher (staying 2m apart):
 - YR and Y1 enter the classroom via back doors, Y6 at the ramp to Sapphire class.
 - Key worker children by the ramp to infant lobby.

AFTERNOON

- Parents should stick to the staggered pick up times that they are given.
- Parents should enter the playground by the car park gate and stand on the playground markings that are spaced at 2m apart.
- The children will then be brought out, go straight to their parents and then leave directly without congregating or chatting to each other.

PARENTS SHOULD KNOW:

- Only one parent should accompany your child to school.
- Pick up your child immediately if you are asked to.
- If your child is upset about coming into school particularly in YR and Y1 please take them directly home to avoid upsetting other children. We are not able to intervene.
- If your child or a member of your household shows any of the symptoms of Covid-19 you should keep your child at home and inform school immediately.
- If there is a behaviour issue with your child, which escalates beyond being able to be dealt with by the class teacher, they will be sent straight home and won't be able to return as we do not have the facility to accommodate this. They will be taken to the resource room by one of the teaching teams adults. When parent arrives outside they should wait in school car park and phone school so that their child can be released to them there.
- If your child has been sent home with symptoms we would ask you to get your child tested and then to share the results with us as soon as possible.
- Read the Risk Assessment sheet (directed by LA but honed by ourselves for our site) that has been included with this to make sure you are fully conversant with the school operations during this time.
- Children will be expected to stay 2m distant from each other at all times as far as is possible.
- Children will be expected to wash their hands thoroughly and may use hand sanitiser many times during the day.
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Drop Off times. (MUST BE ADHERED TO)		Pick Up Times (MUST BE ADHERED TO)	
Key Workers	8:45	YR	2:30
Y6	8:55	Y1	2:40
Y1	9:05	Y6	2:50
YR	9:15	Key Workers	3:00

We hope that we have explained everything that you need to know, however, if you have any questions about anything here, please either ring school on 01684 292376, or email admin@ashchurch.gloucs.sch.uk , or head@ashchurch.gloucs.sch.uk

Kind regards

Mr Gibson, Staff and Governors.